

**STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL/OEEEO**

## **STANDARD OPERATING PROCEDURE**

### **I. TESTING POLICY FOR CHEATING**

#### **A. General Policy Statement**

This cheating policy is employed in relation to the Division of Personnel's responsibility for implementation of a merit system of employment called for in Article XII, Section 6, of the Constitution of the State of Alaska. The predominate characteristic of the merit system of employment is the fair and equal treatment of all applicants for classified service positions. This cheating policy is meant to protect the integrity of the merit system of employment and, as a result, the vast majority of applicants who submit applications and take tests in an honest fashion.

#### **B. Purpose**

The purpose of this Standard Operating Procedure (SOP) is to provide guidelines and required procedures for implementing a cheating policy governing State of Alaska written tests.

#### **C. Scope**

All applications for job classes requiring a written test are subject to this policy. These job classes include Accounting Technician I through III, State Trooper Recruit, Corporal/Sergeant PS, First Sergeant PS, Lieutenant PS, Correctional Officer Recruit, Correctional Officer III, Data Processing Assistant, Insurance Market Analyst I, Planner I, Retirement and Benefits Specialist I, Research Analyst I, and Airport Safety Officer I.

#### **D. Authority**

Personnel Rule 2 AAC 07.065 states: (a) The director may refuse to examine an applicant; may, after examination, refuse to place the applicant's name on an eligible list; may remove the applicant's name from an eligible list; or may refuse to certify any applicant on an eligible list, if that applicant obtains confidential information regarding an examination administered under this chapter.

#### **E. Procedure**

##### **1. Cheating Defined**

Cheating includes, but is not limited to, talking to another applicant during testing; looking at another applicant's answer sheet or scratch paper; removing test material from the test site; obtaining confidential information relating to a State examination, or any other actions which are considered or can be

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interpreted as cheating.

2. Test Monitor Actions

It is not necessary for the Test Monitor to bring cheating activity to the attention of the offending party during the test unless this activity is distracting to other test participants. In these cases, a Test Monitor may expel the offending applicant from the test site. After the test, the Test Monitor will fill out a Cheating Report Form (Addendum A) and send it back to the Director, Division of Personnel, for further action.

3. Division of Personnel Actions

- a. Upon receipt of a Cheating Report Form, the Division of Personnel will send the applicant Form Letter 232 (Addendum B) utilizing the facts of the incident contained in the report submitted by the Test Monitor. Needed clarifications will be pursued in written or verbal form with the Test Monitor. The letter will include a copy of the test monitor's report.
- b. The director will confer with the Department of Law on whether to pursue a criminal misdemeanor charge under AS 39.25.210.
- c. The Certifications Unit of the Division of Personnel will ensure that the offending applicant's name is removed from or not added to all job classes covered by the test in which the cheating activity occurred. The unit will insure that this applicant is barred from resubmitting applications for a period of two years.
- d. A copy of the letter to the applicant will be included in the applicant's personnel and/or employee file.
- e. All documentation related to a cheating incident will be maintained by the Public Services Unit.

4. Applicant Actions

- a. An applicant may appeal a Test Monitor's finding of cheating in writing to the Director, Division of Personnel, within 15 days of receipt of the director's letter. The Director's decision in these cases are final.

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5. Director's Actions in Regards to Appeals
  - a. The Director, Division of Personnel, grants wide authority and autonomy to Test Monitors in regard to these decisions. The Director, will check that all procedures were properly executed in carrying out the terms and procedures of this SOP.

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**ADDENDUM A**

**TEST MONITOR REPORT OF CHEATING**

(Fill out a separate form for each incident)

Applicant's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Test Monitor's Name \_\_\_\_\_ Location \_\_\_\_\_

Date of Test \_\_\_\_\_ Time of Test \_\_\_\_\_

Incident observed:

- ☐ Talking to another participant during testing.
- ☐ Looking at another applicant's answer sheet or scratch sheets.
- ☐ Answering questions after the prescribed time limit was exceeded.
- ☐ Removing test material including scratch paper from the test site.
- ☐ Obtaining confidential information relating to a State examination.
- ☐ Other \_\_\_\_\_

Was it necessary to expel the applicant from the test site?

☐ Yes ☐ No

Briefly describe the incident:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PLEASE RETURN TO THE DIRECTOR, DIVISION OF PERSONNEL/OEEO  
P.O. Box 110201  
Juneau, AK 99811-0201

**ADDENDUM B**

**DRAFT LETTER TO APPLICANTS OBSERVED CHEATING**

[Name]  
[Address]  
[City, State and ZIP Code]

Dear Mr./Ms. \_\_\_\_\_:

You were found cheating during the State of Alaska test for (Test Title) on (Day and Date) at (Location).

The nature of the incident observed by the Test Monitor was:

- ☐ Talking to another participant during testing.
- ☐ Looking at another applicant's answer sheet or scratch paper.
- ☐ Answering questions after the prescribed time limit was exceeded.
- ☐ Removing test material from the test site.
- ☐ Obtaining confidential information relating to a State examination.
- ☐ Other.

A copy of the test monitor's report on this incident is enclosed.

Section 2 AAC 07.065(a)(7) of the Personnel Rules entitled DISQUALIFICATION spells out the responsibilities of the Director, Division of Personnel, in this area and it reads:

The director may refuse to examine an applicant; may, after examination, refuse to place the applicant's name on an eligible list; may remove the applicant's name from an eligible list; or may refuse to certify any applicant on an eligible list, if that applicant obtains confidential information regarding an examination administered under this chapter.

Cheating during an examination is considered a violation of this Personnel Rule. You were warned against cheating during instructions read to you prior to starting the test. As stated at that time, it is the policy of the Division of Personnel not to tolerate cheating.

You have 15 days from the date of this letter to appeal this action in writing to the Director, Division of Personnel, P.O. Box C, Juneau, Alaska 99811-0201. In the interim, processing of your application has ceased. If you do not appeal this action, or if it is not appealed within the 15-day time limit, your name will not be added to eligible lists covered by this test (or removed from eligible lists covered by this test). You cannot take this test and compete for job classes covered by it for a minimum of two years.

We regret this unfortunate situation.

Sincerely,

Kevin C. Ritchie  
Director

KCR/pal  
Enclosure:  
Test Monitor Report  
cc: Personnel File  
SSN:  
Test Monitor (Name and Location)

**ADDENDUM C**

**DRAFT LETTER TO TEST MONITOR ON CHEATING POLICY**

[Name]  
[Address]  
[City, State and Zip Code]

Dear Mr./Ms. \_\_\_\_\_:

The Division of Personnel has adopted a policy concerning cheating on State written examinations. Enclosed is a copy of the Division of Personnel's Standard Operating Procedure (SOP) covering this policy and applicant instructions which must be read prior to every testing session.

Section 2 AAC 07.065(a)(7) of the Personnel Rules entitled DISQUALIFICATION spells out the responsibilities of the Director, Division of Personnel, in this area and it reads:

The director may refuse to examine an applicant; may, after examination, refuse to place the applicant's name on an eligible list; may remove the applicant's name from an eligible list; or may refuse to certify any applicant on an eligible list, if that applicant obtains confidential information regarding an examination administered under this chapter.

Cheating during an examination is considered covered under the above mentioned provisions of the Personnel Rules.

Cheating for these purposes may include talking to another participant, looking at another applicant's answer sheet or scratch paper, answering questions after the prescribed time limit is exceeded, obtaining confidential information relating to a State examination, and any other actions which are considered or can be interpreted as cheating.

It is not necessary for you to bring this activity to the applicant's attention during testing unless the applicant's actions are causing a distraction to other participants. In these cases, you are authorized to expel the applicant from the testing site. After the test, you should inform the applicant you are making a report. Fill out the enclosed Cheating Report Form and send it back to the Division of Personnel for action.

The applicant may appeal a Test Monitor's decision in writing to the Division of Personnel. The director's decision is final. Test Monitors will be granted wide authority and autonomy in these decisions. Please exercise this authority when appropriate and please use it judiciously.

Please contact me for any clarifications or questions you may have.

Sincerely,

Kevin C. Ritchie  
Director

KCR/pal

## **ADDENDUM D**

### **TEST MONITOR INSTRUCTIONS ON CHEATING**

**Cheating will not be tolerated. If an applicant is observed cheating during this test, or takes actions which can be interpreted as cheating, the applicant's name will not be added to the eligible lists for the job class or classes for which they are testing, their name will be removed from the eligible list or lists.**

**Cheating for these purposes can include talking to another test participant, looking at another applicant's answer sheet or scratch paper, answering questions after the prescribed time limit is exceeded, obtaining confidential information relating to a State examination, and any other actions which are considered or can be interpreted as cheating.**